**Paragraph and Clipboard Assignment – 33 points**

Write a short fiction story, a poem, or a short story from your childhood. In the document, you need to demonstrate the use of the Clipboard, Font, and Paragraph tools that have been practiced. Below is the list of required tools demonstrated within your document:

1. The document needs to contain the style of **No Spacing.** (3 points)
2. The title of the story or poem needs to be **all CAPS, Bold Font, Italicized, and Center Aligned**. (3 points)
3. The story must contain **at least** 3 paragraphs, if not more. Each paragraph needs to use the alignment tools of Left, Centered, and Right used **at least ONCE. (Paragraphs need to be 4 to 7 sentences)** (3 points)
4. The story or poem needs to contain **at least 3 different Fonts** and **at least 3 different Font Sizes.** (3 points)
5. Demonstrate the **Special Indent Tool**, by indenting the **First Line** of each paragraph **.25”.** (3 points)
6. Demonstrate the effective use of the **Font Color Tool. (3 colors)** (3 points)
7. Demonstrate the use of the **Text Highlight Tool. (3 colors)** (3 points)
8. Demonstrate the use of the spacing tool and set the **line spacing to 1.5.** (3 points)
9. Use the **shading tool** to Shade the final paragraph. (3 points)
10. Use the **Borders and Shading** tool to place a border around the page, and a border around each paragraph. (3 points)
11. The writing must demonstrate effective use of grammar, spelling, and punctuation. (3 points)

3 Points – Effectively uses the appropriate tool by fulfilling the requirements completely

2 Points – Demonstrates effective use of the tool, but does not fully complete requirements

1 Points - Demonstrates use of the tool and does not complete the requirements

0 – Points – Does not demonstrate the use of the tool.